

Sample Mitigation and Preparedness Action Checklist
8500 Appendix B
(No. 49 February 2005)

8.1 FACILITIES (General)

ACTION (Complete as Necessary)	ACTION Complete (X)	BY (Initial)
I. Facilities (General)		
Restrain or remove items from shelves.		
Lay fragile items on side.		
Separate any stored incompatible chemicals.		
Fasten shelves to walls or anchor to floor.		
Disassemble any stacked block and board shelves.		
Strap adjacent equipment together.		
Move radios/computers from tabletops or secure by velcro or fasteners.		
Keep file cabinet drawers in locked position.		
Strap adjacent file units together --fasten to wall.		
Rearrange freestanding partitions in zig-zag configuration.		
Install flexible gas connectors wherever possible.		
Anchor generators and fuel tanks.		
Wire hang space heaters to ceilings or walls.		
Strap water heaters to stud walls.		
Move plants, vases, etc. to lower location.		
Hang framed pictures with screw-in hooks.		
Move pictures and wall objects to safe locations.		
Secure monitors to desktop computers. Computers to tables.		
Restrain freestanding heavy office equipment.		
Tightly secure any compressed gas cylinders.		
Restrain freestanding refrigerators and ranges. Ensure fire extinguishers are secure and in working order.		
Secure battery powered light systems to shelf supports..		

8.2 SPECIFIC SYSTEMS AND FACILITIES

ACTION (Complete as Necessary)	ACTION Complete (X)	BY (Initial)
I. EMERGENCY OPERATIONS CENTER		
Check supply of jurisdictional maps.		
Check EOC operating and office supplies.		
Review emergency plans, checklists, operating procedures, and legal documents.		
Check all EOC communications equipment for operational status.		
Check emergency generator for fuel and operational status.		
II. COMMUNICATIONS SYSTEMS		
Check all antennas and antenna connectors.		
Ensure that equipment is secure from movement. Brace telecommunications racks, and bolt battery racks to floor.		
Test emergency power sources. Make sure batteries or fuel supplies are secure.		
Check all radios, pagers, and other nontelephone communications equipment for operational status.		
Review specific communications plans and checklists.		
III. VEHICLES (all disciplines)		
Move emergency vehicles out of garages or apparatus bays, or at least keep bay doors open.		
If feasible, move vehicles from dangerous locations to nonhazardous open areas.		
Check vehicle fuel levels. Fuel if needed.		
Check emergency response equipment for operational status (lights, siren, communication equipment).		
IV. PERSONNEL (all disciplines)		
Activate current call down lists.		
Notify and brief management and staff who have emergency response assignments.		
Check staffing levels.		
Notify key liaison representatives, including utilities, Red Cross, amateur radio operators.		

ACTION (Complete as Necessary)	ACTION Complete (X)	BY (Initial)
V. UTILITIES (Water/Power/Sanitation, etc.)		
Review specific emergency plans, checklists, and operating procedures.		
Identify and mitigate potential hazards or dangers to facilities and around the workplace.		
Ensure that hazardous or toxic materials are properly stored.		
Test emergency power sources. Make sure batteries or fuel supplies are secure.		
Check communications equipment and links for operational status.		
VI. HOSPITALS		
Review specific emergency plans, checklists, and operating procedures.		
Check adequacy of medicine, blood, and trauma supplies.		
Check water and sanitation supplies.		
Test emergency power sources. Make sure batteries or fuel supplies are secure.		
Test/check hospital coordination and EMS radio/communications systems.		
Identify and mitigate potential hazards or dangers to facilities and around the workplace.		
Ensure that hazardous or toxic materials are properly stored.		
Restrain freestanding heavy equipment.		
Tightly secure any compressed gas cylinders.		
Review area/region patient capacity surveys.		
Notify key liaison representatives, including Health Dept., Red Cross, EMS Agency, Coroner's office.		

ACTION (Complete as Necessary)	ACTION Complete (X)	BY (Initial)
VII. SCHOOLS		
Review specific emergency plans, checklists, and operating procedures.		
Consider usual school schedule. (retaining vs not retaining)		
Identify and mitigate potential hazards or dangers to facilities and around the classroom.		
Check and secure rooms with hazards/chemicals. Separate incompatible chemicals.		
Locate pupils away from glass and hazards.		
Check communications, intercom, and first aid supplies/kits.		
Test emergency power sources. Check that batteries and fuel supplies are secure.		
Conduct drop/evacuation drills.		
VIII. SHELTERS		
Check arrangements regarding pre-designated shelter sites.		
Contact key liaison representatives, including Red Cross, Salvation Army, Churches, etc.		